

BROWN COUNTY HIGHWAY
COUNTY AID BRIDGE CONSTRUCTION
ANALYSIS FOR YEAR 2009

Balance 1/1/2009	County Levy	District Levy	Total Available	2009 Expenditures	Balance 12/31/2009
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TOWN

Eaton	24,000.00	12,000.00	12,000.00	48,000.00	22,672.90	25,327.10
Glenmore	131,059.28	10,000.00	10,000.00	151,059.28	10,528.88	140,530.40
Green Bay	117,519.92	20,000.00	20,000.00	157,519.92	32,484.76	125,035.16
Holland	398,003.02	-	-	398,003.02	19,237.22	378,765.80
Humboldt	29,053.68	15,000.00	15,000.00	59,053.68	-	59,053.68
Lawrence	118,099.75	10,000.00	10,000.00	138,099.75	-	138,099.75
Ledgeview	222,927.35	4,000.00	4,000.00	230,927.35	-	230,927.35
Morrison	58,586.11	5,000.00	5,000.00	68,586.11	-	68,586.11
New Denmark	99,037.16	1,000.00	1,000.00	101,037.16	42,805.67	58,231.49
Pittsfield	213,745.48	20,000.00	20,000.00	253,745.48	5,931.84	247,813.64
Rockland	141,321.16	15,000.00	15,000.00	171,321.16	69,006.51	102,314.65
Scott	68,956.18	-	-	68,956.18	-	68,956.18
Wrightstown	576,702.39	50,000.00	50,000.00	676,702.39	-	676,702.39

VILLAGE

Ashwaubenon	255,208.87	-	-	255,208.87	-	255,208.87
Bellevue	144,817.25	55,000.00	55,000.00	254,817.25	-	254,817.25
Howard	430,387.02	70,000.00	70,000.00	570,387.02	-	570,387.02
Hobart	69,712.49	-	-	69,712.49	-	69,712.49
Suamico	492,492.50	22,000.00	22,000.00	536,492.50	-	536,492.50

TOTAL	3,591,629.61	309,000.00	309,000.00	4,209,629.61	202,667.78	4,006,961.83
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Request for Proposal (RFP)

Brown County Highway Department

Vehicle Maintenance and Inventory Management System

Project # 1386



Response Deadline

**December 14, 2009
4:00 p.m. Local Time**

To:

Brown County Purchasing Department

TABLE OF CONTENTS

Tentative Project Timeline.....	Page 2
Scope and Intent	Page 3
Instructions to Proposers	Page 4
Proposal Selection.....	Page 4
Proposal Format.....	Page 7
System Specifications.....	Page 11
Cost Sheet.....	Page 32
Reference Sheet.....	Page 35
Designation of Confidential/Proprietary Information.....	Page 37
Appeals.....	Page 38
Addendum Acknowledgement.....	Page 39
Insurance Requirements.....	Page 40

Tentative Project Timeline

October, 26, 2009	RFP Submitted to Planning Development and Transportation Committee (PD&T) for Recommended Approval to Post
November 9, 2009	RFP Submitted via PD&T Committee for County Board Approval
November 16, 2009	RFP Posted
November 30, 2009	RFP Questions from potential Vendors due to Purchasing Department
December 7, 2009	Answers to RFP questions posted to Brown County website via Addendum
December 14, 2009	RFP Responses Due to Purchasing Department
December 15 - 31, 2009	RFP Review time for Selection Committee
January 4 – 8, 2010	Possible Interviews if required by Selection Committee
Late January, 2010	Final Selection & Contract Award

SCOPE AND INTENT

1. The purpose of this Request for Proposal (RFP) is to secure proposals to provide the County Highway Department management tools which will assist in maintaining and managing vehicle assets efficiently and effectively. Staff and management shall be supported by complete, real-time, easily accessible data to enhance their ability to make informed decisions in efforts to maximize availability, usage, and cost effectiveness of vehicle resources.

The Vehicle Maintenance/Inventory Management System shall be capable of storing, managing, and providing management reports on all information pertaining to maintenance of the fleet's vehicle and other equipment assets. The Proposer's software must provide the capability to receive, transmit data, and interface to the County's Purchasing (Logos) and Gasboy Systems. These exchanges must be in electronic form. The successful Proposer must perform any conversion of present vehicle and inventory data necessary to properly work with the proposed software.

2. The Brown County Highway Department invites and will accept sealed proposals from qualified firms to provide a fully integrated Vehicle Maintenance and Inventory Management System as set forth in these specifications. The successful Proposer will be responsible for system installation, conversion of existing data, and training of County personnel. The County will not accept the system until the system is installed, operational, existing data converted, and training is completed.
3. The details herein are provided as minimum project requirements. The omission of specific reference to any software, hardware, training, materials, or labor necessary for such a complete system shall not be interpreted as relieving the Proposer from furnishing such software, hardware, system usage training, materials or labor under the proposal quoted project price.
4. The intent of the County's Highway Department is to utilize an integrated Vehicle Maintenance and Inventory Management System to assist with management and operation of Vehicle Maintenance Services.

INSTRUCTIONS TO PROPOSERS

1. Questions

All questions related to this RFP **must be in writing** and received by the Brown County Purchasing Department no later than **4:00 p.m. local time, November 30, 2009**. E-mail questions to bc_administration_purchasing@co.brown.wi.us . Clearly mark the e-mail: **"Questions for Vehicle Maintenance and Inventory Management System #1386"**. Phone call and faxed questions will not be accepted.

Answers to all written questions will be issued in the form of an addendum and entered on the Brown County Web site (<http://www.co.brown.wi.us>) on December 7, 2009 no later than 4:00 p.m. local time. It is the responsibility of all interested vendors to access the web site for this information. Calls for assistance with the web site can be made to (920) 448-4039.

Questions received after November 30, 2009 will not be answered.

2. Proposal Delivery Details

One (1) original and five (5) exact copies of the Proposal are due on **December 14, 2009 by 4:00 p. m.** local time at the Brown County Purchasing Department. Proposals **must be stamped in** by the due date and time per the electronic time stamp at the Purchasing Department. Proposals not stamped by they above due date and time will be rejected. Those wishing to submit proposals are encouraged to verify the time on the receiving stamp as this is the official time used for accepting all Proposals. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. The official time stamp is the **only** time that will be used.

Delivery Address for Hand Delivery, UPS, DHL, Fed X, etc.:

Brown County Purchasing
305 E. Walnut St. 5th Floor
Green Bay, WI 54301

Delivery Address for USPS:

Brown County Purchasing
PO Box 23600
Green Bay, WI 54305-3600

3. Proposal Selection

Proposals will be reviewed by an Evaluation Committee and scored against the stated criteria. This scoring will determine the ranking of Proposers based upon their written proposals and references. If it is determined that it is in the best interests of the County to require interviews or product demonstrations, the highest ranking vendors may be invited to make such presentations. If selected for an interview/demonstration, scoring will revert back to zero and the vendor selection will be based on the results of the interview/demonstration.

Proposals will be evaluated based on a weighted point system as identified below.

Rejection of proposals. Brown County reserves the right to accept or reject any or all proposals and to waive any informality in proposals.

Specifications	Points
1. Overall Approach to the Project	15
2. Qualifications of Firm and Staff (Including Experience and References)	10
3. System Requirements	25
4. Implementation and Training	15
5. Cost	35
Total Points	100

Specification #1 Overall Approach to the Project - Proposals will be scored based on the overall approach to this project. This will be evaluated on the entire submitted proposal with emphasis on the work plan, schedule, timeline, and project management concept.

Specification #2 Qualifications of Firm and Staff (Including Experience and References) - Proposals will be scored based on the information submitted documenting the firm's capability to meet the requirements of this project, qualifications of the staff that will be assigned to the project, experience of working on projects of similar scope and size and responses received from submitted references per Attachment B.

Specification #3 System Requirements – Proposals will be scored based on the responses submitted in the System Specification worksheets

Specification #4 Implementation and Training – Proposals will be scored based on submitted plans for implementing the system, training approach/ plan and timeline for the implementation.

Specification #5 Cost – Proposals will be scored on a weighted scale based on costs submitted.

4. Award

The contract will be awarded to the Vendor deemed to be most beneficial to the County based on the criteria stated above. Brown County reserves the right to negotiate final terms with the successful vendor.

5. Financial Verification

Vendor verification prior to award: Vendor's financial solvency may be verified through financial statement review, background checks via Dun & Bradstreet or other means prior to contract award. Brown County reserves the right to reject proposals based on information obtained through these background checks if it's deemed to be in the best interest of the County.

6. Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly identified in the proposal and identified on the attached Designation of Confidential and Proprietary Information form found at attachment B. Proprietary information submitted in a proposal will be handled in accordance with

applicable Wisconsin State Statutes. No vendor will be provided with financial and/or competitive vendor information on this proposal until after the award of contract has been made. To the extent possible, it is the intention of Brown County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure in the opinion of Brown County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law. Brown County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

7. Independent Contractor Status

The selected contractor shall function as an independent contractor and will be responsible for any federal or state taxes applicable to this contract and for complying with the requirements of all federal and state laws pertaining to income tax withholding, unemployment insurance and other insurance applicable and necessary for its employees. Employees of the contractor will not be eligible for any Federal Social Security, State Worker's Compensation, Unemployment Insurance or Retirement System benefits under this contract except for the benefits provided by the contractor.

8. Source Code

Brown County may request the product source code to be placed in an escrow account. The successful Proposer will submit software updates as they become available to this escrow account. Source codes may be accessed by the County only in the event that the successful Proposer ceases business operations.

9. Other

State of Wisconsin Requirements. This contract shall be subject to the laws of the State of Wisconsin. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Stats., sexual orientation as defined in s.111.32(13m), WI Stats, or national origin.

Brown County is an Equal Opportunity Employer.

Brown County is not liable for any costs incurred in replying to this Request for Proposal.

All work shall conform to all applicable Industry, Federal, State and Local Laws, Codes, Ordinances and Standards.

Taxes. Brown County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes.

PROPOSAL FORMAT

REQUIRED SECTIONS

1. COVER LETTER

This section should contain the name and address of the proposing firm and the names and telephone numbers of the individuals authorized to answer technical, price, and/or contract questions. The cover letter must also be signed by an officer authorized to bind the company.

Include firm background, principal officers, and prior experience.

Describe, in this letter, the technical experience level and certifications earned by the staff that will be performing the service proposed. Also include information related to the trade name of the proposed software, headquarters location, annual revenue, number of employees, type of ownership, number of years in business, and total number of municipal or county agencies currently utilizing the proposed system.

2. EXECUTIVE SUMMARY

Prefacing the proposal, an executive summary of three (3) pages or less should be provided which gives in brief, concise terms, a summation of the proposal.

The Executive Summary should include an understanding of the County's needs and wishes regarding this RFP.

3. FIRM BACKGROUND, PRINCIPAL OFFICERS, AND PRIOR EXPERIENCE

This section should state the full name and address of the Proposers organization and identify the parent company if the Proposer is a subsidiary. Specify the branch office or other subordinate element, which will perform, or assist in performing this work. Indicate whether the Proposer operates as a corporation, partnership, or individual. Include the State in which the Proposer is incorporated and/or licensed to operate, the date of incorporation or licensing.

Provide a listing of the principal officers of the company to include name, title, and length of experience with the Proposer organization. Provide prior year financial statements, if available. Provide the same information for an entity, which will participate in this project through a joint venture or subcontract arrangement.

This section should also describe the proposed project organization and the position that the project personnel will occupy within the organization. It should identify project personnel by name and provide a detailed resume outlining his/her appropriate experience on other similar projects. The Proposer must supply resumes for all staff to be assigned to the project. The County reserves the right to terminate the contract due to the removal of any key project staff members which the County believes would negatively impact the successful and timely completion of the project.

This section should also provide information related to the Proposer's client user group. Please indicate the process of obtaining end user feedback, the number of active clients represented, and details related to user group meetings.

4. **PROPOSED SCHEDULE**

This section shall include preliminary schedules and milestones and shall be presented in the form of a chart or equivalent display. Proposers shall include all appropriate activities and milestones including those, which are the responsibility of the County. Tasks shall be clearly identified as to whether they are the responsibility of the Proposer or the County.

Site preparation requirements must be provided with Proposer and customer responsibilities described.

5. **SYSTEM FUNCTIONAL DESCRIPTION**

This section shall be used by the Proposer to describe the functionality of the proposed system outlining in detail the system features, options, and/or alternatives.

6. **SYSTEM TECHNICAL DESCRIPTION**

This section shall be used by the Proposer to describe the technical aspects and operation of the proposed system. At a minimum, this section must contain a discussion of the hardware requirements of the proposed system and any required utility software and interface software.

Proposer should include in this section a detailed description of what additional hardware and/or software would be required in order to expand the operational capacities of the system by a factor of two times (i.e., two times processing power, disk storage, additional terminals, etc.).

7. **OPERATIONAL SITE REFERENCES**

This section shall be used by the Proposer to list a minimum of four (4) reference sites. At least three (3) of the reference sites should be municipalities that are comparable in size to the Brown County Highway Department at which the proposed system is operational. The Proposer should use the form at Attachment B for documenting references.

Other appropriate references may be listed which can be utilized by the County to evaluate the Proposer's capabilities.

8. **TESTING AND ACCEPTANCE**

The Proposer shall outline intended testing procedures (addressing County participation) and terms for acceptance.

9. **MAINTENANCE AND SERVICING**

The County is preparing to purchase state-of-the-art vehicle maintenance/inventory management software. Functionality and support is a major consideration for this purchase. The County cannot maintain and upgrade the system without the involvement of the Proposer. It is extremely important that the chosen Proposer have an excellent track record in maintenance and support of its system.

The Proposer shall submit terms and conditions for annual and multi-year maintenance servicing agreements, which meet the following minimum maintenance/service levels:

- Proposer will provide software support through a toll-free telephone hotline 8 AM to 5 PM, Monday through Friday.

- Proposer will provide response time within two (2) clock hours of support request.
- Proposer shall name a single point of contact and a backup for addressing all software support questions and problems.
- The Proposer shall submit with the proposal information the methods by which the County will be kept informed of software patches, new releases, known bugs, and general technical information.
- Proposer will describe the County's responsibilities regarding software upgrades as well as other aspects of maintenance and service issues.

10. **COST PROPOSAL**

The cost proposal must be comprised of seven distinct and separate sections. With this cost configuration, the County has the option to purchase one or all of the items proposed. Proposer's are required to use the Cost Sheet provided at Attachment A to this RFP.

A. **SOFTWARE**

- 1) Non-recurring charges
- 2) License fees (server and per seat charges). Proposer must indicate whether licenses are for each user login or for concurrent usage.
- 3) Database license fees

B. **INSTALLATION**

Cost for installing any system equipment, system software and application software modules. Note if installation is intended to be completed remotely or on-site.

C. **PROJECT MANAGEMENT/DATA CONVERSION FEES**

- 1) Detailed Project Management estimates for hours required broken down by position for the project.
 - i. Travel estimates
 - ii. Reimbursable items
 - iii. Any other fees
- 2) Data Conversion fees

D. **TRAINING FEES**

1. The Proposer shall coordinate the training schedule with County's Project Manager.
2. The Proposer must indicate days and charges for application software training.
Indicate class limit, if applicable.
3. The Proposer must indicate days and charges for system administrator training.

E. **MAINTENANCE & SUPPORT**

Cost for maintenance and support to include software updates with projections for increases for five (5) years.

1. Indicate annual maintenance cost for each hardware component of the system proposed.
2. Indicate annual maintenance cost for each software feature proposed.
3. Indicate all costs associated with receiving new releases and software enhancements.
4. Indicate all costs associated with technical support.
5. Indicate ceiling percentage increases after the five (5) year maintenance window expires.

F. GRAND TOTAL COST (ITEMS A THROUGH F)

11. **CONCLUDING REMARKS**

This section shall contain any Proposer elaboration regarding the software philosophy, advantages, or other items of information that the Proposer feels important to a clear understanding of the proposed product/equipment/system and/or the Proposer's capabilities.

SYSTEM SPECIFICATIONS

SECTION 1: INSTRUCTIONS

INTRODUCTION

The County is seeking a qualified Proposer who will be responsible for the complete system proposed. The details herein are provided as minimum project requirements. The Proposer shall provide a "Turnkey" system. The omission of specific reference to any software, hardware, training, materials, or labor necessary for such a complete system shall not be interpreted as relieving the Proposer from furnishing such software, hardware, training materials or labor under the proposal quoted project price.

The proposed system must incorporate a seamless interface with the Local Area Network allowing staff to operate on a daily basis by utilizing the Vehicle Maintenance and Inventory Management System application software, PC applications and other County applications from the same workstation. Any products used by respondent to accomplish this seamless integration must be clearly documented and identified in the proposal.

Any proposed system shall interface with the existing GasBoy Fuel Management System and Logos Financial Management System.

The requirements contained herein are minimum project requirements. Variations and exceptions should be and will be considered, if respondent will provide sufficient information and documentation of more efficient and optimal design specifications.

It is the intent of this RFP to take advantage of the latest advances in the field of computer software designed specifically for municipal, county, and state fleets. The reliability of the system and its flexibility is of prime importance.

If exceptions are taken which deviate from the specifications, the Proposer must include a clearly marked statement indicating the exception. If an alternate is proposed, its merits should be documented and described.

All hardware requirements, system software, and application software requirements must be documented in full. This includes, but is not limited to: disk storage required for system software, accompanying utility software, memory requirements per user, and etc.

1. System Administrator Responsibilities

Describe fully the procedures required for Brown County Staff for the following daily functions:

- A. Startup/shutdown procedures
- B. Backup procedures
- C. File maintenance requirements
- D. Security and password issues
- E. Transaction assurance processing
- F. Recovery procedures
- G. Proposer's procedures for handling emergencies and problems
- H. Production of all printed reports

2. **Brown County's Responsibilities During Installation**

Indicate the responsibilities and expectations of Brown County staff required by Proposer for both installation and on-going operation.

SECTION 2: DESCRIPTION OF COUNTY'S LOCAL & WIDE AREA NETWORK

1. **Technology Overview**

The Brown County Highway Department is supported by the Brown County information services ("IS") department. The IS staff consists of a Network Support Manager with four Network Technicians. There is an Application Support Manager with seven Programmer/Analysts and various other Help Desk, Microsoft ("MS") Office and telecom support personnel. The department is lead by the Brown County Information Services Director. In addition to the services provided to the Highway Department, Brown County IS provides various technical support and system services for over 32 departments across the county; including, 911, law enforcement, municipal airport and may other vital areas of County government.

Brown County IS currently manages approximately 30 physical Windows (primarily 2003) servers and a Blade center environment housing about 50 virtualized servers with a SAN storage unit. In addition, there are three MS-SQL database servers. The IS department is heavily orientated to Microsoft operating systems and office applications.

Brown County wishes to make use of existing hardware and equipment where possible; therefore, the Vendor should submit hardware specifications to optimally run its system. These specifications should include sizing for server requirements, workstations, mobile devices, printers and any other related hardware. If the system carries any other third-party telecom requirements such as Internet access, this should be specified as well.

Below is a general description of the existing hardware and data center environment currently in place.

- IBM Blade Center
- Attached Storage Area Network running Raid DP
- All application and web servers are virtual servers in our VMware environment.
- Backup mechanism is IBM Tivoli
- Communication between Brown County Facilities is on private fiber
- The Database Server is on physical hardware and our current standard version is Microsoft SQL Server 2005 Enterprise Edition - 64bit
- Private Wireless Connectivity at 802.11b, g and n

2. Brown County will require an automated system that can perform unattended system and data backup operations on a user-scheduled basis. The System Manager must be able to establish new users on the system, remove users from the system, and set security access rights for users that both restrict and allow access to system capabilities. The Vendor should detail the security features that are included in the proposed software.

SECTION 3: SYSTEM AVAILABILITY

The Vehicle Maintenance and Inventory Management application must have availability of not less than 99.00% of the time from 08:00 AM Through 5:00 PM Monday through Friday.

SECTION 4: TRAINING & IMPLEMENTATION WORK PLAN

1. TRAINING AND IMPLEMENTATION WORK PLAN

Proposals must include a Work Plan for all training, application software installation and data conversion processes. The preferred plan is on-site training for Vehicle Maintenance personnel. Multiple end-user training sessions will be needed to accommodate the schedules of County staff. The Proposer must also address end-user training for new employees that are hired after the implementation of the software. Finally, The Proposer must indicate the preferred method for providing training related to subsequent software updates.

2. TRAINING AND IMPLEMENTATION WORK SCHEDULE

The County and the successful Proposer will develop a mutually agreeable training and implementation schedule based upon the one submitted to the County. The negotiated schedule will become part of the Proposer expectations.

3. PARALLEL PROCESSING

The Proposer shall provide, as part of the implementation plan, a parallel processing schedule for these applications. The schedule should include, at a minimum, each step to be performed and the duration of recommended parallel processing to ensure 100% accuracy and completeness from the County's old processes to the Proposer's new applications.

4. DATA CONVERSION

The successful Proposer must provide services to import historical data from the existing Vehicle Maintenance System into the proposed new system. The County will provide file extracts as specified by the Proposer. The County desires to minimize the amount of historical data that must be manually keyed into the new system.

SECTION 4: GENERAL CHARACTERISTICS OF PRODUCT

1. Describe the proposed system architecture and identify its advantages and disadvantages.
2. Identify issues the County should anticipate, and indicate how they are resolved using your system and services.
3. Describe any additional software required to operate system efficiently, including operating system, network software, database, utilities (if applicable), report writer, and other additional software required to take full advantage of system.
4. Describe your history of releasing enhancements to your software.
5. Describe the training your company will provide and explain your experience in terms of how your training plan has improved other organizations' ability to manage its resources and fulfill its mission more efficiently and effectively.

6. Describe your implementation services, with particular emphasis on planning, conversion, and process change management. Include a phased implementation plan.
7. Complete the following spreadsheets describing the proposed solution. Include any additional specifications/requirements/features of the proposed solution by attaching additional worksheets or narratives after these worksheets in your proposal.

The following items relate to the features and functionality of the Proposer's software. Use the following to indicate the ability of the Proposer's product to meet the requirements.

- YES - System currently meets requirement
- UD - Under development (Provide release date)
- WM - Will modify to meet requirement (Indicate cost)
- NO - System does not, and will not, meet requirement
- OTHER - Explain

GENERAL SYSTEM REQUIREMENTS:

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
1.	Proposer shall provide training for use of all vehicle and inventory management software, to ensure that equipment services personnel gain skills and knowledge necessary to operate system effectively.		\$	
2.	All data used in system must be stored in file(s) that can be accessed, viewed, printed, and modified by users with appropriate levels of permission.		\$	
3.	System must provide multi-level security, controlling system and data access through the operating system and at each on-line screen. This security system shall be user defined.		\$	
4.	System expansion should be easy and cost effective to accommodate the changing needs of Equipment Services Division.		\$	
5.	The application should utilize a Microsoft 2003 server environment, SQL Server 2005 database. Client desktop Windows XP prefer web based, Internet Explorer 7.		\$	
6.	Proposer must provide ongoing training opportunities to ensure that equipment services personnel are positioned to take advantage of system enhancements, new technologies, and best practices in the industry.		\$	
7.	System must provide the ability to interface with other systems such as GasBoy Fuel Management System and NewWorld/LOGOS SQL Financial Package.		\$	

GENERAL SYSTEM REQUIREMENTS: (Continued)

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
8.	System must support multiple users, both local and remote, with response times typical in the industry.		\$	
9.	System must operate in "real time" where all files affected by a transaction are updated at the time of the transaction.		\$	
10.	System should be an "off-the-shelf" package, but should allow for user defined database tables and coding.		\$	
11.	<p>System must employ a graphical user interface (GUI) based on industry standard screen design techniques and principles. The following minimum data fields must be available for data entry related to the vehicle master record and/or preventive maintenance record:</p> <p>Unit # Description Vendor Serial # License # Purchase Date Purchase Order # Purchase Cost Replacement Cost Projected Life (Months) Fund Department Assigned Usage Code Usage Rate Unit Type Unit Background Color Unit Foreground Color Work Unit Factor Last Prev. Maint. Mileage Last Prev. Maint. Date Repair Code Notes</p>		\$	

GENERAL SYSTEM REQUIREMENTS: (Continued)

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
12.	System must provide a comprehensive reporting capability that provides quick and easy access to vehicle information and system data, including equipment history, monthly vehicle summary, numerical control work orders, repair code detail, work order detail, unit summary by department, high dollar work orders, gas card listing, analysis of vehicle mileage, daily gas stick reading report, list vehicle value/usage, and report writer.		\$	
13.	System must provide standard reports designed to provide management with equipment, work orders, parts, and system information. The standard report function must support various print options, and screen display.		\$	
14.	System must provide an easy to use on-line search function capable of sorting data in multipliable sequences such as; selected equipment, work orders, and parts information.		\$	
15.	Ad hoc reporting capability must be available that is designed to provide management information of a more complex and/or site-specific nature, using industry standard tools and procedures. Please describe the recommended report writer and any additional costs associated with it. Include training costs in Cost Proposal.		\$	
16.	System must provide print capability.		\$	
17.	System must support the "paperless shop" concept by maximizing the amount of information available online, and minimizing the need for hard copy.		\$	
18.	System should be designed to streamline and support the work order process, and capable of capturing associated costs as repairs are made and parts issued.		\$	
19.	System must provide the ability to view and print details of work orders on-line.		\$	

GENERAL SYSTEM REQUIREMENTS: (Continued)

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
20.	System must be capable of retaining work orders and maintenance history on-line.		\$	
21.	System must provide a simple and easy method of accessing information in equipment records, work orders, parts, and other system data. Users should not have to close a screen to view other screens.		\$	
22.	The system should be capable of printing work orders and data information simultaneously.		\$	
23.	System must be capable of tracking and evaluating repairs sublet to commercial vendors, including the ability to track repair costs by blanket purchase order number. Describe how your system supports this function.		\$	

EQUIPMENT MANAGEMENT:

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
1.	The system must provide access to information that supports vehicle personnel in their mission to manage assets, make informed decisions, and evaluate performance based on identifying and controlling all costs associated with owning and maintaining each asset. The system must meet the following requirements:		\$	
a.	Maintain standard descriptive, ownership, acquisition/disposal, cost, billing, and other information on each piece of equipment.		\$	

EQUIPMENT MANAGEMENT: (Continued)

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
b.	Provide comparative performance data on each vehicle, within its class, and/or user-defined usage groups.		\$	
c.	Display and print information pertaining to maintenance costs, fuel consumption, fuel costs, metered usage, and other parameters, on a monthly, fiscal year-to-date, life-to-date, and ad hoc basis.		\$	
d.	Track an unlimited number of warranties on each piece of equipment.		\$	
e.	Retrieve equipment, work order, and parts records using simple screen-based searches and user defined search criteria.		\$	
f.	Create and maintain user-defined fields for equipment, work order, and parts records.		\$	
g.	Create and maintain a "Notes" field for equipment, work order, and parts records.		\$	
h.	Re-assign equipment identification numbers when vehicles previously assigned the number are in an inactive status. When this is the case, the system will maintain the integrity of all records pertaining to the various vehicles assigned that number at any given time.		\$	
i.	Link components to vehicles and other equipment in a one-to-one or one-to-many master / component relationship, maintaining the integrity of associated records of each piece of equipment involved in the relationship. The process of linking, disconnecting, and linking to another piece of equipment must be quick and easy.		\$	
j.	Component equipment (trailers, compressors, etc.) assigned to another piece of equipment must be easily disconnected from one master and assigned to another.		\$	

EQUIPMENT MANAGEMENT: (Continued)

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
k.	The system must maintain a complete record on each component, treating it as any other piece of equipment for reporting and other purposes.		\$	
l.	The system must provide a report that lists a masterpiece of equipment and all associated components. Reports must also be available by designated equipment categories such as: HD Truck, Passenger Car, LT Truck, Med. Truck, Trailer, etc.		\$	
m.	The system must provide for an optional end of month process that provides summary information on equipment history. The process should not affect transactional data in the equipment history files.		\$	
n.	The system must enable users to navigate through the database to retrieve information pertaining to any piece of equipment quickly and easily, without having to leave the screen they are currently viewing.		\$	
o.	The system should provide a vehicle replacement function to forecast replacements for periods specified by the user. The criteria must include life expectancy (in months, distance, hours), as well as total labor dollars expended on the vehicle.		\$	
p.	The system shall provide a printable record of the total mileage driven for all vehicles in all account funds. The mileage must be available on a monthly bases, year to date, and annual basis.		\$	

REPAIR AND WORK ORDER PROCESSING:

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
1.	The system must be oriented to the work order process, enabling users to create and capture information associated with repairs, parts issued, labor, commercial repairs and associated costs.		\$	
2.	The system should capture multiple repair types on a work order, including scheduled and unscheduled work, billable and non-billable, preventive and predictive maintenance, accidents, general repair work, and many more.		\$	
3.	The system should perform detailed analysis by type of repair.		\$	
4.	The system should isolate repairs by type, within user-defined time period, departments to which equipment is assigned, and equipment class.		\$	
5.	The system should capture details in the work order on parts issued, cost, markup, reason part was issued, and the type of repairs performed.		\$	
6.	The system will link work order record(s) to associated equipment record, enabling users to retrieve all work orders for a piece of equipment quickly and easily.		\$	
7.	The system will provide for some means of entering information on commercial repairs, enabling management to analyze repair reason, type, and cost, and evaluate alternatives.		\$	
8.	The system will capture information on work orders that link repairs to individual operators.		\$	
9.	The system will provide the ability to view all open work orders on-line, indicating the status of each.		\$	
10.	The system should provide an on-line display of detailed work order information.		\$	
11.	The system will generate a list of state inspections and preventive maintenance due, with options to sort the lists by department, shop, vehicle class, or date.			

REPAIR AND WORK ORDER PROCESSING: (Continued)

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
12.	The system will support PM scheduling based on mileage, usage hours, fuel consumption, calendar dates, or any combination of these measures.		\$	
13.	The system will automatically update equipment records with the next PM due milestone when a PM service has been completed and recorded.		\$	
14.	The system will support equipment-specific PM scheduling.		\$	
15.	The system will schedule unlimited, discrete, PM services for a given piece of equipment.		\$	
16.	The system will track unlimited preventive maintenance (PM) services for all components.		\$	
17.	The system will support an option for hierarchical PM scheduling based on the ABC methodology. For example, if a C-level service is performed, it is assumed that A and B have also been completed. Therefore, all three will be rescheduled automatically.		\$	
18.	The system will adjust for early or late hierarchically scheduled preventative maintenance services.		\$	
19.	The system will generate a report listing PM services due, including all PM services due for a given piece of equipment.		\$	
20.	The system will be capable of printing all information associated with a work order.		\$	

REPAIR AND WORK ORDER PROCESSING: (Continued)

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
21.	<p>The system will Produce management reports pertaining to work orders as follows:</p> <p>(a) Finished or closed work orders with information on shop floor transactions.</p> <p>(b) Mechanics accountability to analyze shop floor productivity</p> <p>(c) Lists of parts issued to work orders, within specified date ranges.</p> <p>(d) Repairs contracted out to commercial Proposers.</p> <p>(e) Deferred maintenance - by department and shop; sorted various ways</p> <p>(f) Summary of costs - by department and shop issuing work order.</p> <p>(g) Summary of work order activity reflecting total hours each work order has been open</p> <p>(h) Report(s) isolating sublet costs.</p> <p>(i) Reports(s) isolating road call costs.</p>		\$	

LABOR MANAGEMENT:

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
1.	The system provides mechanics client software designed to automate tasks associated with shop floor personnel.		\$	
2.	The system allows entering of transactions directly to the work order and through the Mechanic's Workstation as the work is performed.		\$	
3.	The system captures all labor transactions in real-time as the mechanic logs on and off repair job.		\$	
4.	The system tracks direct and indirect labor. Each will utilize multiple user-defined coding options.		\$	

LABOR MANAGEMENT: (Continued)

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
5.	The system will allow mechanics to view on-line, all work in progress and work completed (that day).		\$	
6.	The system must provide flexibility in billing for labor based on user-defined rates: (a) Standard Labor Rate – the rate assigned to a given mechanic (b) Equipment-specific rate code – applies to a specific piece of equipment (c) Modified Labor Rate Code – Used to modify standard rate on work order		\$	

INVENTORY MANAGEMENT AND PROCESSING:

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
1.	System must support inventory management and processing functions efficiently and cost effectively. System must have ability to:		\$	
2.	Store standard and user-defined data pertaining to each part stored, or to be stored, in the vehicle's inventory.		\$	
3.	Store user-defined codes for parts, Proposers, purchase order number, usage type, and other fields.		\$	
4.	Track orders by P.O. number and vendor invoice.		\$	
5.	Audit transactions, indicating action taken, when, and by whom.		\$	
6.	Perform searches to retrieve parts records by part number, description, category, alternate part number, user-defined fields, manufacturer, and other criteria.		\$	

INVENTORY MANAGEMENT AND PROCESSING: (Continued)

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
7.	Identify non-stocked items, ordering and receiving them, tracking them, and storing warranty information on them.		\$	
8.	Store unlimited warranty data, including warranty type and expiration date, providing on-line alert when warranty part is issued.		\$	
9.	Support a quick and easy method of identifying and reordering selected parts whose inventory falls below user-prescribed levels.		\$	
10.	Support an automatic ordering function to enable parts personnel to maintain desired inventory levels based on user-defined parameters.		\$	
11.	Make adjustments, process transfers, returns, and perform other standard parts inventory functions.		\$	
12.	Issue parts to work orders, pricing parts at a moving average cost.		\$	
13.	Generate standard management reports and lists pertaining to the following inventory lists and categories: Parts issued Vendor Parts Received Automatic Orders Parts Transferred Back Orders Alternate Part Numbers Parts Warranty Information Manufacturers' Parts Numbers Parts Reference List Parts Inventory With No Markup Parts Surplus		\$	

INVENTORY MANAGEMENT AND PROCESSING: (Continued)

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
14.	Support on-line, screen-based search and print capabilities to retrieve parts records. Search criteria will range from very simple to complex, according to user needs.		\$	
15.	Print barcodes for each part with basic information: part number, description, storeroom and storage location, quantity in stock, and equivalent part number. The system must provide an option for printing default quantity number, or to change the quantity, if desired.		\$	
16.	Generate inventory work lists according to selection criteria that may include part number, storeroom, part type, and location in the storeroom.		\$	
17.	Generate parts reorder lists: by vendor, part number, and/or storeroom.		\$	
18.	Classify parts using the ABC classification system where: "A" represents the 10% of parts inventory with highest dollar value; "B" represents the next 20% of the highest dollar value; and, "C" represents the remaining 70% comprised of lower cost items.		\$	
19.	Issue and charge parts to an individual or department without issuing to work order.		\$	
20.	Apply a reasonableness check (percentage) on unit cost on parts received.		\$	
21.	Provide an on-line screen "NOTES" function. Describe how this is accomplished.		\$	
22.	Identify a mark-up percentage by part number, on every screen where parts information can be retrieved.		\$	

INVENTORY MANAGEMENT AND PROCESSING: (Continued)

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
23.	<p>Display the following historical data for each part, online, including:</p> <p>(a) Total quantity of parts issued to work orders</p> <p>(b) Total quantity of parts received from inventory</p> <p>(c) Total received from returns</p> <p>(d) Total transferred into specified storeroom</p> <p>(e) Total transferred out of specified storeroom</p> <p>(f) Total number of times stock quantity was increased</p> <p>(g) Total number of times stock quantity was decreased</p> <p>(h) Quantity of specified part in inventory when End-of-Month Posting is done.</p> <p>(i) Item per unit cost for specified period: based on either cost of last part received or on moving average.</p> <p>(j) Extended Cost: based on multiplying unit cost per part by quantity, for given period. Not to include markup.</p> <p>(k) Markup: The percentage markup for a given part.</p>		\$	
24.	Track multiple storerooms and produce an audit trail for transfers among storerooms.		\$	

FUEL MANAGEMENT:

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
1.	The system must be capable of interfacing to an automated fuel system and provide equipment services management with information to account for quantities, costs, and other factors pertaining to fuel and other fluids issued. This will include the ability to:		\$	
2.	Provide an electronic interface to an automated fuel system, in batch mode. The interface will be written specifically for this vehicle.		\$	

FUEL MANAGEMENT: (Continued)

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
3.	Track all fuels purchased in-house and commercially.		\$	
4.	Track fuel transactions on the individual operator, as well as the equipment level.		\$	
5.	Track multiple fuel types as specified for a given piece of equipment.		\$	
6.	Maintain a perpetual inventory of fuel and other operational fluids, tracking all receipts, issues, stick readings, and meter readings.		\$	
7.	Charge fuel based on moving averages calculated from inventory receipts.		\$	
8.	View and print fuel and operational fluids' transaction costs and odometer readings for a given piece of equipment.		\$	
9.	Add fuel transactions manually; change and delete posted transactions.		\$	
10.	Make inquiries on fuel transactions pertaining to specified equipment. The system must provide disbursement date, time, pump, quantity, cost, and transaction number. Information will reflect all transactions taking place after a user-defined date.		\$	

BAR CODING:

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
1.	A fully-integrated bar-coding function should be available and must include the ability to:		\$	

BAR CODING: (Continued)

ITEM	DESCRIPTION	RESPONSE (YES, UD, WM, NO, OTHER)	MODIFICATION COST	PROPOSER'S COMMENTS
2.	Print a bar code label for each part received, to include: Part Number Description Storeroom Bin Location Date Part Received		\$	
3.	Print a bar code on work orders		\$	

SECTION 5: IMPLEMENTATION AND SUPPORT SERVICES

Extensive support will be required to ensure an efficient and successful implementation. Describe in detail how your services will support this effort, particularly in these areas:

1. Proposer must provide the following types of support, each with a guaranteed three (3) hour response by a staff member capable of addressing the situation.
2. Help desk service between 6:00 A.M. and 4:00 P.M. Central Time. Calls are to be answered by a staff member capable of resolving the problem or routing calls properly and expeditiously.
3. 24-hour emergency support.
4. Electronic Mail.
5. Please describe how your program supports problem reporting through each of these media. Describe your support team and indicate percentage of staff available to take calls and of those, percentage competent to address various types of problems.
6. Proposer's support program must include consulting on current vehicle management issues. Describe how your program supports this requirement (by site visits, conferences, newsletters, or other means).
7. Please describe additional implementation services unique to your company.
8. Proposer must provide copies of all documentation and updates in a timely manner. Manuals must be process-oriented, clear, and easy to use.
9. Proposer must provide at least one site visit per year at no additional cost to customer. Site visit should be included as part of standard support services.
10. As a minimum, the successful Proposer must provide one major software enhancement each year at no additional cost.
11. Proposer must support the effort to track performance and incorporate best practices through benchmarking based on standardized repair data, comparison of data from similar installations, and analysis of the data. Explain in detail.

SECTION 6: TRAINING

The successful Proposer must submit a complete training plan that meets the following requirements:

1. Proposer must provide complete on-site training program.
2. Proposer must provide professional staff trainers with both vehicle services and software experience. Include review of qualifications and experience.
3. Proposer must provide on-going training opportunities to include software applications and equipment services industry standards. Please describe and include an annual cost estimate, per person, to cover these options.
4. Proposer will provide all materials necessary for all training sessions, but may require that participants use manuals and/or other documents provided earlier.

SECTION 7: MANAGEMENT REPORTS AND SUPPORT

Various standard vehicle management reports are required to support efforts to manage assets, the repair function, labor, fuel consumption and must be able to provide depreciation calculations by month and year as efficiently as possible. Be certain that you have responded to each of those requirements. In addition to standard reports delivered with the system, there must be a means of producing additional reports desired by the County. The solution must allow designated personnel to produce reports through a standard, easy-to-use, and ad hoc report writer. The solution must allow custom reports to be saved. Describe the Proposer's recommended solution and explain what training may be needed, and why.

Attachment A

Cost Sheet

Project #1386

The Proposor shall include a brief description of the software pricing methodology (license cost per seat, per named user, per module, per server, per site/organization, etc. and attach the information to this cost worksheet).

Software

<u>Module</u>	<u>One Time Cost</u>	<u>Per User Fee</u>	<u>Concurrent License Fee</u>
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Installation

Onsite _____ or Remote _____

Software \$ _____

Hardware \$ _____

Professional Services

<u>Project Role</u>	<u>Position/Rate</u>	<u>Estimated Hours</u>	<u>Estimated Total</u>
_____	_____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Travel

Number of Trips _____ Travel Amount \$ _____ Per Diem \$ _____

Total Travel \$ _____

Reimbursables

<u>Item</u>	<u>Description</u>	<u>Cost</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Data Conversion Fees

<u>Item</u>	<u>Description</u>	<u>Cost</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Training

User Training

<u># of Classes</u>	<u>Class Limit</u>	<u>Training Materials</u>	<u>Cost</u>
_____	_____	_____	\$ _____

Administrator Training

<u># of Classes</u>	<u>Class Limit</u>	<u>Training Materials</u>	<u>Cost</u>
_____	_____	_____	\$ _____

Maintenance & Support

<u>Hardware</u>	<u>Annual Maintenance</u>				
	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<u>Software</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<u>% ceiling for fee increases after 5 year maintenance window expires</u>					_____

Cost Summary

Total Software	_____	
Total Installation	_____	
Total Professional Services	_____	# of Hours _____
Total Travel (not to exceed)	_____	# of Trips _____
Total Reimbursable Costs	_____	
Total Data Conversion	_____	
Total Training	_____	
Total 1 st Year Maintenance	_____	
Grand Total	_____	

Submitted By: _____

Signature: _____

Date: _____

Attachment B
Reference Data Sheet
Project #1386

Reference #1

Company Name: _____
System Description: _____
Date installation: _____
Address: _____

Telephone: _____
Contact Person: _____

System Hardware and Software configuration _____

Major Differences between operational system and system being proposed _____

List functional modules installed _____

Reference #2

Company Name: _____
System Description: _____
Date installation: _____
Address: _____

Telephone: _____
Contact Person: _____

System Hardware and Software configuration _____

Major Differences between operational system and system being proposed _____

List functional modules installed _____

Reference #3

Company Name: _____

System Description: _____

Date installation: _____

Address: _____

Telephone: _____

Contact Person: _____

System Hardware and Software configuration _____

Major Differences between operational system and system being proposed _____

List functional modules installed _____

Reference #4

Company Name: _____

System Description: _____

Date installation: _____

Address: _____

Telephone: _____

Contact Person: _____

System Hardware and Software configuration _____

Major Differences between operational system and system being proposed _____

List functional modules installed _____

Attachment C
Designation of Confidential and Proprietary Information
Project #1386

The attached material submitted in response to project #1386 includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO **PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.**

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The County considers other markings of confidential/proprietary in the bid/proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____

Signature

Authorized Representative _____

Type or Print

Date _____

Attachment D
Appeals Process
Project #1386

To: Vendors
RE: Brown County Appeals process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on either a bid or quote.

Appeals may be submitted for the following purchases:

- a) the item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
- b) the item price is \$5000 or more or the total order is \$10,000 or more, and
- c) vendor selection was based on factual errors, or
- d) the lowest price vendor was not selected, or
- e) failure by the county or its agents to adhere to the county's policies and procedures or other legal requirements.

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 72 hours of receipt of rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee or Executive Committee shall be final.

Submit to: Brown County Internal Auditor
P.O. Box 23600
Green Bay, WI. 54305-3600

Attachment E
Addendum Acknowledgement
Project #1386

The undersigned acknowledges receipt of the following addendum:

Addendum #1	_____	Initials	_____
Addendum #2	_____	Initials	_____
Addendum #3	_____	Initials	_____
Addendum #4	_____	Initials	_____
Addendum #5	_____	Initials	_____

The undersigned agrees with the following statement:

I have examined and carefully prepared the Bid/RFP/quote from the plans and specifications and have checked the same in detail before submitting the Bid/RFP/quote to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name _____
Signature

Date _____

If this Bid/RFP/quote is assigned a project number all vendors are responsible to check for addendums, posted on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of Bid/RFP/quote due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued with-in 3 business days prior to due date. If bid/rfp/quote has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New Bid/RFP/quote must be submitted by vendor if addendum affects costs.

Vendor's that do not have internet access are responsible to contact our purchasing department at 920-448-4039 to ensure receipt of addendums issued.

Bids/RFP/quote's that do not acknowledge addendums may be rejected.

All proposals and bids submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed Bids/RFP/quotes that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

Attachment F
Insurance Requirements
Project #1386

Hold Harmless

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by contractor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

Insurance Requirements

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this section, and for purposes of this agreement, contractor acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains nor to the limits required herein.

(1) Worker's Compensation Insurance and Employers Liability.

State Statutory workers' compensation Limits Employer Liability, \$100,000 each accident.

(2) Comprehensive General Liability (Occurrence Form).

- Products and Completed Operations
- Personal Injury and Advertising Liability
- Independent Contractors/Protective

Limits of Insurance \$1,000,000 per occurrence \$1,000,000 aggregate

(3) Business Automobile Liability. Business Automobile Liability covering all owned, hired, and non-owned vehicles. Limits of Insurance \$1,000,000 per occurrence for bodily injury and property damage.

(4) Excess/Umbrella Liability.

Limit of Insurance \$1,000,000 per occurrence

Additional Insured

The Contractor agrees that the Comprehensive General Liability and Business Automobile Liability insurance policies shall be endorsed to name Brown County as additional insured's with respects to: liability arising out of activities performed by or on behalf of the vendor/contractor: products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

Adjustments to Insurance Coverage

The limits of liability as set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines

that the limits need to be adjusted at sometime after the initial term of the contract, the County shall give notice to the contractor in writing of the new limits and the Contractor shall make such adjustments to its insurance coverage within 60 day of such notice.

Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

Waiver of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

Cancellation Notice

Brown County will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage.

Proof of Insurance

A valid Certificate of Insurance shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative. The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County. The certificates of insurance shall include reference to the contract name or RFP number in the description section of the certificate.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract.

Brown County
Department of Administration
P.O. Box 23600
305 E. Walnut Street
Green Bay, WI 54305-23600

Questions

If any of the insurance requirements cannot be met, please contact the Brown County Human Resource Risk Administration to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on. Special considerations will be given if the required amounts cannot be met. This will only take place after an insurance waiver form is completed.

**** Brown County shall be named as an additional insured with respects to liability coverage's other than professional liability and will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage. A certificate of insurance evidencing such coverage's shall be placed on file with the County prior to commencement of work under this contract. ****

REQUEST FOR BUDGET TRANSFER

INSTRUCTIONS: This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

TYPE OF TRANSFER

(check one)

DESCRIPTION

APPROVAL LEVEL

- | | | |
|--|--|------------------|
| <input type="checkbox"/> Category 1 | Reallocation from one line item to another within the major budget categories | Department Head |
| <input type="checkbox"/> Category 2 | | |
| <input type="checkbox"/> a. | Change in Outlay not requiring transfer of funds from another major budget category. | County Executive |
| <input type="checkbox"/> b. | Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category. | County Board |
| <input type="checkbox"/> Category 3 | | |
| <input type="checkbox"/> a. | Reallocation between Budget Categories other than 2b or 3b transfers. | County Executive |
| <input type="checkbox"/> b. | Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Board |
| <input checked="" type="checkbox"/> Category 4 | Interdepartmental Transfer (including contingency or general fund transfers) | County Board |
| <input checked="" type="checkbox"/> Category 5 | Increase in Expenditures with Offsetting Increase in Revenue | County Board |

DESCRIPTION AND JUSTIFICATION (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Prior to 2009, Highway Capital Projects Funds only included expenditures that were bond financed. In 2009, financial reporting for Highway capital projects and the Highway Department was changed to more accurately reflect the complete cost of the project. Highway capital projects now reflect all expenditures and revenue sources and the Highway Department includes the gross intra-county charge for capital projects billed by the department.

As a result of highway projects being completed under budget, several of the Highway capital projects have unspent bond funds remaining. Per discussions with Bond Counsel it was determined that the remaining funds can *only* be used to: 1) cover the cost of another project *within* the bond project resolution or 2) pay interest (current and retroactive) on the related bond.

All projects bonded for are complete or funding has been earmarked; the remaining funds will be transferred to debt service to pay current interest due or reimburse for prior interest payments made.

See *Highway - Request for Budget Transfer* and supplementary spreadsheets for further detail.

<u>Highway</u>	<u>Brian Z. James</u>	<u>10/2/09</u>
Department	Department Head	Date

- ☒ Approved
☐ Disapproved

<u>Tom Hong</u>	<u>10/13/09</u>
County Executive	Date

①
 10/17/09

Highway – Request for Budget Transfer

Category 4:

As a result of highway projects being completed under budget, several of the Highway capital projects have unspent bond funds remaining. Per discussions with Bond Counsel it was determined that the remaining funds can *only* be used to: 1) cover the cost of another project *within* the bond project resolution or 2) pay interest (current and retroactive) on the related bond.

All projects bonded for are complete or funding has been earmarked; the remaining funds will be transferred to debt service to pay current interest due or reimburse for prior interest payments made.

Increase	2006 Hwy Project Fund	446.044.9003	Transfer Out	\$290,400
Increase	Debt Svc - 2006 Series	300.098.906.900.9002	Transfer In	\$290,400
Increase	2007 Hwy Project Fund	447.044.9003	Transfer Out	\$489,750
Increase	Debt Svc - 2007 Series	300.098.907.900.9002	Transfer In	\$489,750
Increase	2008 Hwy Project Fund	448.044.9003	Transfer Out	\$340,250
Increase	Debt Svc - 2008 Series	300.098.908.921.9002	Transfer In	\$340,250

See attached *Excess Hwy Bond Funds* for further detail on Highway projects.

Category 5:

Prior to 2009, Highway Capital Projects Funds only included expenditures that were bond financed. In 2009, financial reporting for Highway capital projects and the Highway Department was changed to more accurately reflect the complete cost of the project. Highway capital projects now reflect all expenditures and revenue sources and the Highway Department includes the gross intra-county charge for capital projects billed by the department.

2008 Highway Project Fund

Increase	448.044.6182.100	Construction General	\$1,421,000
Increase	448.044.4303	Local Grant Revenue	\$ 444,000
Increase	448.044.9001	Capital Contribution	\$2,096,000
Decrease	448.044.9500*	Bond Proceeds	\$ 650,000

*Adjustment for bond proceeds budgeted for Highway V/East Mason New Construction but not included in final 2009 Issuance of G. O. Bonds.

2009 Highway Project Fund

Increase	449.044.4303	Local Grant Revenue	\$ 285,000
Increase	449.044.9001	Capital Contribution	\$1,000,000
Decrease	449.044.9500*	Bond Proceeds	\$2,300,000
Decrease	449.044.6182.100	Construction General	\$1,775,000

*Adjustment for bond proceeds budgeted for Highway GV/South Bridge Arterial Reconstruction but not included in final 2009 Issuance of G. O. Bonds.

Highway Fund

Increase	660.044.001.5300.009	Supplies Highway	\$ 9,681,715
Increase	660.044.001.4800.400	Intra-County Charge	\$10,674,715
Decrease	660.044.001.4900*	Other Misc	\$ 993,000

*Adjustment for capital outlay budgeted in 2009.

Excess Hwy Bond Funds

2008 Bonded Projects-Estimated

CTH JJ	164,505
CTH AAA	818,682
CTH J	22,014
CTH G	115,000
Total 2008 Bonds	<u>1,120,201</u>

Will use an additional \$340,250 in 2009

Budgeted \$230,500 for 2010 interest payments

~\$436,200 projected for future interest payments

Already Budgeted in 2009

2007 Bonded Projects-Estimated

CTH C	489,746
-------	---------

2006 Bonded Projects-Estimated

CTH G	290,377
-------	---------

Total	<u><u>1,900,324</u></u>
-------	-------------------------

X:\MSOffice\Excel\BUDGET\10\Debt Service\Hwy Project Dollars Available for Debt Svc.xls]Excess Hwy Bond Funds

BROWN COUNTY
CAPITAL PROJECTS - HIGHWAY 2006 PROJECTS
2009 BUDGET ADJUSTMENT

446-2006

	Actual		Budget	Budget	Budget
	2009	2009	2009	Transfer	2009
	8 MO ACTUAL	12 MO EST	REVISED	Request	Amended
EXPENDITURES					
Equipment Nonoutlay	0	0	0	0	0
Total Operations and Maintenance	0	0	0	0	0
Transfer Out	0	290,400	0	290,400	290,400
Total Transfers	0	290,400	0	290,400	290,400
Architect	0	0	0	0	0
General Construction	942	69,200	69,200	0	69,200
Heating & Ventilating	0	0	0	0	0
Plumbing	0	0	0	0	0
Equipment	0	0	0	0	0
Other Misc Cap Proj Exp	0	0	0	0	0
Total Outlay	942	69,200	69,200	0	69,200
TOTAL EXPENDITURES	942	359,600	69,200	290,400	359,600
REVENUES					
Interest on Investments	0	0	0	0	0
Disposition of Fixed Assets	0	0	0	0	0
Donations	0	0	0	0	0
Other Miscellaneous	0	0	0	0	0
Other Insurance Recoveries	0	0	0	0	0
Total Miscellaneous Revenue	0	0	0	0	0
Local Project Reimb - District	0	0	0	0	0
Capital Contributions	0	0	0	0	0
Total Intergovernmental Revenue	0	0	0	0	0
Bond Proceeds	0	0	0	0	0
Transfer In	0	0	0	0	0
Total Other Financing Sources	0	0	0	0	0
TOTAL REVENUES	0	0	0	0	0
BEGINNING FUND BALANCE	359,600	359,600	359,600		359,600
INCREASE (DECREASE) IN FUND BALANCE	(942)	(359,600)	(69,200)	(290,400)	(359,600)
ENDING FUND BALANCE	358,658	-	290,400		-

**BROWN COUNTY
CAPITAL PROJECTS - HIGHWAY 2007 PROJECTS
2009 BUDGET ADJUSTMENT**

447-2007

	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
	2009	2009	2009	2009
	<u>8 MO ACTUAL</u>	<u>12 MO EST</u>	<u>REVISED</u>	<u>Transfer Request Amended</u>
EXPENDITURES				
Equipment Nonoutlay	0	0	0	0
Total Operations and Maintenance	0	0	0	0
Transfer Out	0	489,750	0	489,750
Total Transfers	0	489,750	0	489,750
Architect	0	0	0	0
General Construction	14,545	84,515	84,515	84,515
Heating & Ventilating	0	0	0	0
Plumbing	0	0	0	0
Equipment	0	0	0	0
Other Misc Cap Proj Exp	0	0	0	0
Total Outlay	14,545	84,515	84,515	84,515
TOTAL EXPENDITURES	14,545	574,265	84,515	574,265
REVENUES				
Interest on Investments	0	0	0	0
Disposition of Fixed Assets	0	0	0	0
Donations	0	0	0	0
Other Miscellaneous	0	0	0	0
Other Insurance Recoveries	0	0	0	0
Total Miscellaneous Revenue	0	0	0	0
Local Project Reimb - District	0	0	0	0
Capital Contributions	0	0	0	0
Total Intergovernmental Revenue	0	0	0	0
Bond Proceeds	0	0	0	0
Transfer In	0	0	0	0
Total Other Financing Sources	0	0	0	0
TOTAL REVENUES	0	0	0	0
BEGINNING FUND BALANCE	574,265	574,265	574,265	574,265
INCREASE (DECREASE) IN FUND BALANCE	(14,545)	(574,265)	(84,515)	(574,265)
ENDING FUND BALANCE	559,720	-	489,750	-

**BROWN COUNTY
CAPITAL PROJECTS - HIGHWAY 2008 PROJECTS
2009 BUDGET ADJUSTMENT**

448-2008

	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
	2009	2009	2009	2009
	<u>8 MO ACTUAL</u>	<u>12 MO EST</u>	<u>REVISED</u>	<u>Transfer Request Amended</u>
EXPENDITURES				
Equipment Nonoutlay	0	0	0	0
Total Operations and Maintenance	0	0	0	0
Transfer Out	0	455,050	115,000	340,250
Total Transfers	0	455,050	115,000	340,250
Architect	0	0	0	0
General Construction	56,627	3,255,000	1,834,000	1,421,000
Heating & Ventilating	0	0	0	0
Plumbing	0	0	0	0
Equipment	0	0	0	0
Other Misc Cap Proj Exp	0	0	0	0
Total Outlay	56,627	3,255,000	1,834,000	1,421,000
TOTAL EXPENDITURES	56,627	3,710,050	1,949,000	1,761,250
REVENUES				
Interest on Investments	0	0	0	0
Disposition of Fixed Assets	0	0	0	0
Donations	0	0	0	0
Other Miscellaneous	0	0	0	0
Other Insurance Recoveries	0	0	0	0
Total Miscellaneous Revenue	0	0	0	0
Local Project Reimb - District	0	444,000	0	444,000
Capital Contributions	0	2,096,000	0	2,096,000
Total Intergovernmental Revenue	0	2,540,000	0	2,540,000
Bond Proceeds	0	0	650,000	(650,000)
Transfer In	0	0	0	0
Total Other Financing Sources	0	0	650,000	(650,000)
TOTAL REVENUES	0	2,540,000	650,000	1,890,000
BEGINNING FUND BALANCE	2,535,063	2,535,063	2,535,063	2,535,063
INCREASE (DECREASE) IN FUND BALANCE	(56,627)	(1,170,050)	(1,299,000)	128,750
ENDING FUND BALANCE	2,478,436	1,365,013	1,236,063	1,364,813

**BROWN COUNTY
CAPITAL PROJECTS - HIGHWAY 2009 PROJECTS
2009 BUDGET ADJUSTMENT**

449-2009

	<u>Actual</u>		<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
	2009	2009	2009	Transfer	2009
	<u>8 MO ACTUAL</u>	<u>12 MO EST</u>	<u>REVISED</u>	<u>Request</u>	<u>Amended</u>
EXPENDITURES					
Equipment Nonoutlay	0	0	0	0	0
Total Operations and Maintenance	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Transfers	0	0	0	0	0
Architect	0	0	0	0	0
General Construction	2,912,023	6,520,000	8,295,000	(1,775,000)	6,520,000
Heating & Ventilating	0	0	0	0	0
Plumbing	0	0	0	0	0
Equipment	0	0	0	0	0
Other Misc Cap Proj Exp	0	0	0	0	0
Total Outlay	2,912,023	6,520,000	8,295,000	(1,775,000)	6,520,000
TOTAL EXPENDITURES	2,912,023	6,520,000	8,295,000	(1,775,000)	6,520,000
REVENUES					
Interest on Investments	0	0	0	0	0
Disposition of Fixed Assets	0	0	0	0	0
Donations	0	0	0	0	0
Other Miscellaneous	0	0	0	0	0
Other Insurance Recoveries	0	0	0	0	0
Total Miscellaneous Revenue	0	0	0	0	0
Local Project Reimb - District	0	285,000	0	285,000	285,000
Capital Contributions	0	1,000,000	0	1,000,000	1,000,000
Total Intergovernmental Revenue	0	1,285,000	0	1,285,000	1,285,000
Bond Proceeds	5,995,000	5,995,000	8,295,000	(2,300,000)	5,995,000
Transfer In	0	0	0	0	0
Total Other Financing Sources	5,995,000	5,995,000	8,295,000	(2,300,000)	5,995,000
TOTAL REVENUES	5,995,000	7,280,000	8,295,000	(1,015,000)	7,280,000
BEGINNING FUND BALANCE	-	-	-	-	-
INCREASE (DECREASE) IN FUND BALANCE	3,082,977	760,000	0	760,000	760,000
ENDING FUND BALANCE	3,082,977	760,000	-	760,000	760,000

**BROWN COUNTY
HIGHWAY FUND-660
2009 BUDGET ADJUSTMENT**

660

	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
	2009	2009	2009	2009
	<u>6 MO ACTUAL</u>	<u>12 MO EST</u>	<u>REVISED</u>	<u>Transfer Request Amended</u>
EXPENDITURES				
Highway Supplies & Expense	374,903	11,089,435	1,407,235	9,681,715 11,088,950
Total Operations and Maintenance	374,903	11,089,435	1,407,235	9,681,715 11,088,950
TOTAL EXPENDITURES	<u>374,903</u>	<u>11,089,435</u>	<u>1,407,235</u>	<u>9,681,715 11,088,950</u>
REVENUES				
Other Miscellaneous	4,051	199,460	1,192,460	(993,000) 199,460
Total Miscellaneous Revenue	4,051	199,460	1,192,460	(993,000) 199,460
Intra-county charge-Capital Projects	0	10,674,715	0	10,674,715 10,674,715
Total Intergovernmental Revenue	0	10,674,715	0	10,674,715 10,674,715
Bond Proceeds	0	0	0	0 0
Transfer In	0	0	0	0 0
Total Other Financing Sources	0	0	0	0 0
TOTAL REVENUES	<u>4,051</u>	<u>10,874,175</u>	<u>1,192,460</u>	<u>9,681,715 10,874,175</u>
INCREASE (DECREASE) IN FUND BALANCE	(370,852)	(215,260)	(214,775)	0 (214,775)

	Expenses	Local Share	Total
2004	17,000	-	17,000
2006	69,200	-	69,200
2007	84,515	-	84,515
2008	3,255,000	444,000	3,699,000
2009	6,520,000	285,000	6,805,000
	<u>9,945,715</u>	<u>729,000</u>	<u>10,674,715</u>

993,000 is equipment outlay budgeted in error in 2009; netted with Misc Revenue

**STAFF REPORT TO THE
BROWN COUNTY BOARD OF SUPERVISORS
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Progress on the
CTH GV Reconstruction Project Study**

Brown County Planning Commission and Highway Department
October 26, 2009

The following tasks were completed between September 21 and October 21, 2009, for the CTH GV Reconstruction Project Study:

Examine the land uses that are planned for the project corridor.

- Brown County Planning Commission (BCPC) staff is continuing its examination of the area's land use plans to estimate future traffic volumes, trip origins, and trip destinations.

Identify the amount of developable land for each parcel along the project corridor.

- BCPC staff continues to work with the communities to complete this task.

Use the developable land, planned land use, and other information to calculate appropriate assessments for property owners along the project corridor.

- Bellevue and Ledgeview continue to consider assessment options for the corridor.

Identify the sections of CTH GV that require patching or other spot improvements prior to the reconstruction project.

- The Highway Department is in the process of identifying and fixing sections of CTH GV that require patching or other spot improvements.

Proceed with right-of-way acquisition and utility installation along the east side of the CTH GV corridor and around the CTH G intersection.

- The Highway Department expects to begin buying right-of-way for a roundabout at the CTH GV/CTH G intersection in November of 2009, and additional right-of-way will be purchased after the corridor's design is finalized.

Identify the likely location of a new Fox River bridge and street/highway corridor through the Environmental Impact Statement (EIS) process.

- BCPC staff presented the draft EIS Alternatives Identification and Analysis paper to representatives of the Wisconsin Department of Transportation. Following this presentation, BCPC staff incorporated traffic projections for the 22 project alignment/facility alternatives into the paper and prepared to schedule meetings with representatives of the state and federal cooperating agencies, the EIS Steering Committee, and the public.

Apply for and receive the necessary permits from the appropriate state and federal environmental agencies.

- The Brown County Highway Department will apply for the permits as the highway is being designed.

Determine if the reconstructed highway should be four lanes or if another design would be more appropriate.

- This task will be completed at the end of the study.

Monitor the progress of the FEMA floodway/floodplain mapping project and use this information to finalize the highway's design.

- The FEMA floodway/floodplain mapping project is finished, and this information will be used by the Highway Department to finalize the highway's design.

A chart showing staff's progress between September 21 and October 21, 2009, is attached to this report.

Status of CTH GV Reconstruction Project Study Tasks: October 26, 2009

Status	Task	Responsible Parties	March 2009	April 2009	May 2009	June 2009	July 2009	August 2009	Sept. 2009	Oct. 2009	Nov. 2009	Dec. 2009	Jan. 2010
Completed	Receive written postponement agreements from Bellevue and Ledgeview.	BCPC, Bellevue, & Ledgeview											
Completed	Consult with WisDOT concerning use of CTH GV as detour during STH 172 project.	BCPC & BC Highway											
In Progress	Examine the land uses planned for CTH GV corridor.	BCPC, Bellevue, & Ledgeview											
In Progress	Identify the amount of developable land for each parcel along CTH GV corridor.	BCPC, Bellevue, & Ledgeview											
In Progress	Calculate appropriate assessments for property owners along CTH GV corridor.	Bellevue & Ledgeview											
In Progress	Identify sections of CTH GV that require patching or other spot improvements.	BC Highway											
Starting Soon	Proceed with ROW acquisition and utility installation.	BC Highway											
In Progress	Identify likely location of new Fox River bridge & street/highway corridor through EIS process.	BCPC											
Starting Soon	Apply for and receive permits from state and federal environmental agencies.	BC Highway											
At End of Study	Determine if design of CTH GV should continue to be four lanes.	BCPC, BC Highway, Bellevue, & Ledgeview											
At End of Study	Use completed FEMA floodway/floodplain maps to finalize design of CTH GV.	BC Highway											

Brown County
Planning

Budget Status Report

8/31/2009

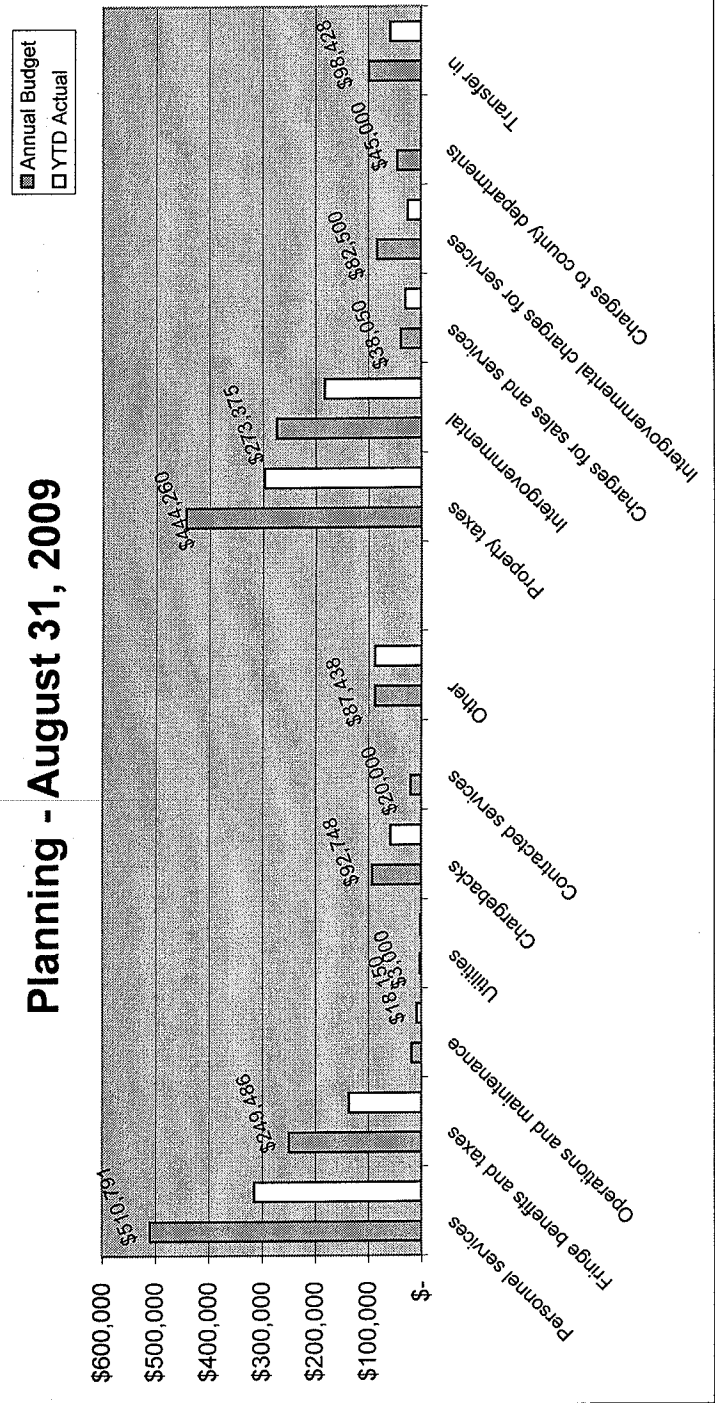
	Annual Budget	YTD Actual
Personnel services	\$ 510,791	\$ 315,279
Fringe benefits and taxes	\$ 249,486	\$ 136,101
Operations and maintenance	\$ 18,150	\$ 8,805
Utilities	\$ 3,000	\$ 1,543
Chargebacks	\$ 92,748	\$ 57,907
Contracted services	\$ 20,000	\$ -
Other	\$ 87,438	\$ 87,438
Property taxes	\$ 444,260	\$ 296,176
Intergovernmental	\$ 273,375	\$ 182,696
Charges for sales and services	\$ 38,050	\$ 29,215
Intergovernmental charges for services	\$ 82,500	\$ 24,279
Charges to county departments	\$ 45,000	\$ -
Transfer in	\$ 98,428	\$ 58,305

HIGHLIGHTS:

Expenditures: Other expenditures to date is at the annual budget allocation but reflects a once per year payment for Bay-Lake Regional Planning Commission and Northeast Wisconsin Stormwater Consortium. All other categories are near budget.

Revenues: Charges to county departments does not reflect revenue from work performed for the EIS for the Southern Bridge and Arterial. All other categories are near budget.

Planning - August 31, 2009



Brown County
Property Listing
Budget Status Report

8/31/2009

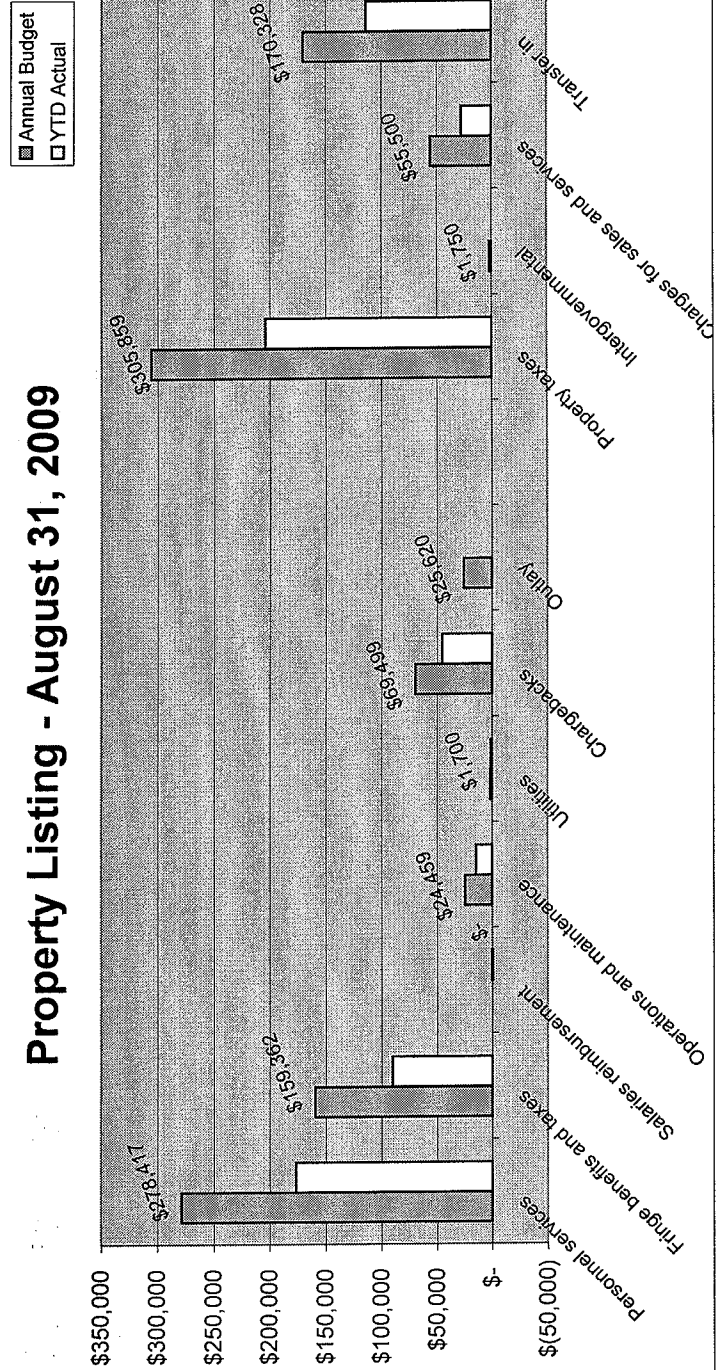
	Annual Budget	YTD Actual
Personnel services	\$ 278,417	\$ 176,680
Fringe benefits and taxes	\$ 159,362	\$ 90,012
Salaries reimbursement	\$ -	\$ (605)
Operations and maintenance	\$ 24,459	\$ 14,673
Utilities	\$ 1,700	\$ 1,126
Chargebacks	\$ 69,499	\$ 45,102
Outlay	\$ 25,620	\$ -
Property taxes	\$ 305,859	\$ 203,904
Intergovernmental	\$ 1,750	\$ -
Charges for sales and services	\$ 55,500	\$ 27,427
Transfer in	\$ 170,328	\$ 113,552

HIGHLIGHTS:

Expenditures: Two of our employees have taken voluntary unpaid leave which has reduced the salaries and fringe benefits expenses.

Revenues: Land division review revenue is down but has experienced some recent gains. We will see higher revenue than projected from WisDOT corner reimbursement due to a new contract we recently undertook.

Property Listing - August 31, 2009



Brown County
Register of Deeds
Budget Status Report

8/31/2009

	Annual Budget	YTD Actual
Salaries Personnel Services	\$ 485,783	\$ 305,267
Fringe Benefits	\$ 334,033	\$ 185,441
Operations & Maintenance	\$ 46,863	\$ 34,543
Utilities	\$ 3,400	\$ 2,120
Chargebacks	\$ 191,397	\$ 121,373
Contracted Services	\$ 15,000	\$ 8,103
Transfer Fees	\$ 550,000	\$ 230,658
Charges for Sales & Services	\$ 934,500	\$ 674,614
Property Taxes	\$ (408,024)	\$ (272,016)

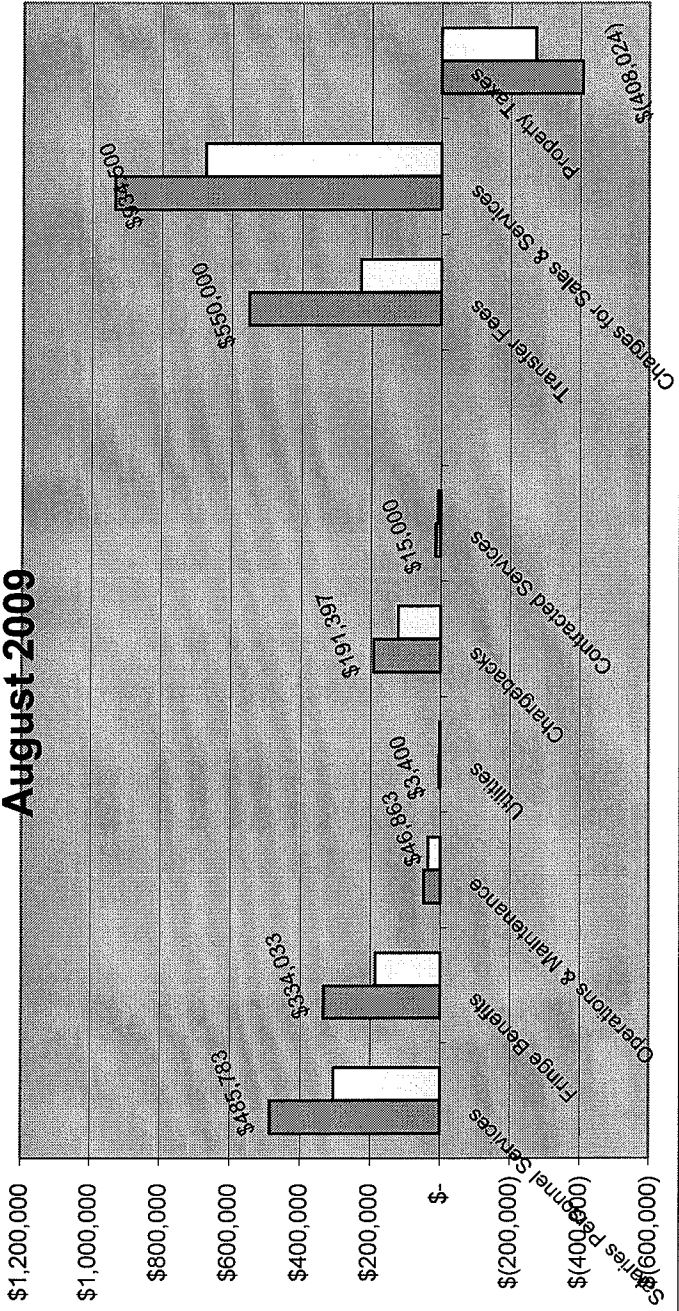
HIGHLIGHTS:

Cost categories are within budget.

Revenue received in excess of costs is returned to the General Fund. The revenue is dependent on the housing market, which has decreased activity since 2006.

**Register of Deeds -
August 2009**

■ Annual Budget
□ YTD Actual



BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 083 001 5708	Professional Services	1,725
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 083 001 4600	UW Extension Revenue	1,725
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

Revenue from Midwest Manure Summit to pay the professional speaker fees for the event.

AUTHORIZATIONS

Judy Knussen

Signature of Department Head

Department: UW-Extension

Date: 10/16/09

Tom Hong

Signature of Executive

Date: 10/20/09

OK
10/20/09

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2010 BUDGET PROCESS
(Register of Deeds)

WHEREAS, a New Position or Position Deletion Request was submitted by the Register of Deeds during the 2010 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Register of Deeds Department recommends the deletion of (1.0) FTE Clerk/Typist III.

Clerk/Typist III

(1.00)

DELETION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2010 budget process be effective January 1, 2010.

Fiscal Impact Salary and Fringe Benefits

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk/Typist III	(1.00)	Deletion	<u>\$(32,331)</u>	<u>\$(20,953)</u>	<u>\$(53,284)</u>
Total Fiscal Impact (Register of Deeds)			<u>\$(32,331)</u>	<u>\$(20,953)</u>	<u>\$(53,284)</u>

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2010 BUDGET PROCESS
(Planning and Land Services Department)

WHEREAS, a New Position or Position Deletion Request was submitted by the Planning and Land Services Department during the 2010 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, the Planning and Land Services Department recommends the addition of .29 FTE Co-op Student/Student Intern; and

Co-op Student/Student Intern	.29	ADDITION
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NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2010 budget process be effective January 1, 2010.

Fiscal Impact Salary and Fringe Benefits

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Co-op Student/Student Intern	.29	Addition	\$ 4,976	\$ 433	\$ 5,409
Total Fiscal Impact (Planning and Land Services Department)			<u>\$ 4,976</u>	<u>\$ 433</u>	<u>\$ 5,409</u>

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
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MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2010 BUDGET PROCESS
(UW Extension)

WHEREAS, a New Position or Position Deletion Request was submitted by UW Extension during the 2010 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization; and

WHEREAS, UW Extension recommends the following changes to their limited-term project and grant staff. The addition of .26 FTE Horticulture Research Assistant - LTE, .05 FTE Marketing Coordinator, .15 FTE Ag Student Assistant - LTE, .05 FTE Co-op Student/Student Intern; and

WHEREAS, UW Extension further recommends the deletion of (.45) FTE Education Coordinator - LTE, (.18) FTE Garden Assistant - LTE, and (.13) FTE Horticultural Grounds Assistant - LTE.

Horticulture Research Assistant - LTE	.26	ADDITION
Marketing Coordinator	.05	ADDITION
Ag Student Assistant - LTE	.15	ADDITION
Co-op Student/Student Intern	.05	ADDITION
Education Coordinator - LTE	(.45)	DELETION
Garden Assistant - LTE	(.18)	DELETION
Horticultural Grounds Assistant - LTE	(.13)	DELETION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2010 budget process be effective January 1, 2010.

Fiscal Impact Salary and Fringe Benefits

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Horticulture Research Asst. - LTE	.26	Addition	\$ 4,462	\$ 388	\$ 4,850
Marketing Coordinator	.05	Addition	\$ 1,560	\$ 136	\$ 1,696
Ag Student Assistant - LTE	.15	Addition	\$ 3,120	\$ 271	\$ 3,391
Co-op Student/Student Intern	.05	Addition	\$ 858	\$ 75	\$ 933

Education Coordinator - LTE	(.45)	Deletion	\$(14,040)	\$(1,222)	\$(15,262)
Garden Assistant - LTE	(.18)	Deletion	\$(4,867)	\$(424)	\$(5,291)
Horticulture Grounds Asst. - LTE	(.13)	Deletion	<u>\$(2,096)</u>	<u>\$(182)</u>	<u>\$(2,278)</u>

Total Fiscal Impact **\$(11,003)**
(UW Extension) **\$(958)** **\$(11,961)**

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

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SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
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